



Job Description

Job Title: Dental Hygienist
Supervised by: Clinical: Dental Director; Admin: Director of Health Center Operations
Reports to: Director of Health Center Operations
FSLA Status: FTE; Exempt
Date: May 2013; Revised: September 2017
BBP Rating: 1
PHI Rating: Critical

Brief Description

The Dental Hygienist provides direct dental clinical care in the areas of oral hygiene, patient education, screenings, scaling and planning, and provides collaborative training to Dental Assistants under the leadership of the Dental Director. A proponent of oral health care goals of Community Nurse, ensures delivery of integrated oral health care.

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL DUTIES.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Clinical Responsibilities

- Provide patient care consistent with scope of practice, organizational position requirements and professional standards of care.
- Minimize risk and exposure to the organization by monitoring trends, diffusing potential issues, coaching staff and ensuring compliance with your clinical protocols and quality assurance guidelines.
- Participate in agency in-services and trainings.
- Maintain licensure in the state of Illinois
- Maintain level of CDEs required for licensure and submit verification to credentialing department

- Perform quality oral health care that meets or exceeds the needs and satisfaction of patients served; all organizational and professional standards, all clinical outcomes and related expectations; all productivity standards, goals and expectations
- Maintain positive working relationships with dental providers, dental support, patient services representatives and the greater CNHA employment team
- Promotes oral health through Agency education programs
- Cleans, sterilize and maintains hygiene equipment as appropriate
- Maintains patient records for treatment administered
- Maintains patient information and confidentiality in accordance with applicable laws and Agency policies

Direct Provision of Service

- Personally provide care to patients and provide the delivery of competent, accurate dental care and treatment to all patients.
- Collaborate with all clinic operations functions to ensure ongoing improvements and clinic productivity, patient satisfaction and financial outcomes.
- Development of treatment plans and delivery of relevant, high quality care within your scope of practice.
- Ensure all patient records, charts and all related documentation in maintained current and consistent with best practices in the health care field as well as within all relevant laws and regulations and company guidelines.

Administration

- Adheres to OSHA guidelines for a safe work environment
- Follows all rules required to comply with confidentiality and HIPAA policies.
- Complies with all applicable laws ,including but not limited to medical records laws, HIPAA, OSHA, billing and coding laws and regulations, and the corporate compliance program of Community Nurse
- Adheres to Community Nurse Health Center guidelines related to Radiation Safety, Infection Control, Patient Safety and customer service.
- Complies with applicable laws and regulations, licensing requirements and Community Nurse Compliance Program
- If bilingual, assists with patient interpretation as requested
- Participates in continuing professional development to keep informed of clinical practices
- Participates in department and clinical meetings performance improvement and quality initiatives as requested
- Performs other duties as assigned

QUALIFICATIONS:

- ✓ Meets CNHC immunization and health requirements
- ✓ Licensed in the State of Illinois for Dental Hygiene
- ✓ Minimum of 2 years clinical experience preferred
- ✓ Ability to be clinically fluent in English & Spanish required
- ✓ Medicaid and Medicare provider numbers
- ✓ Graduate of accredited Hygiene Program
- ✓ Certificate to deliver local anesthesia preferred
- ✓ Current CPR certification
- ✓ Demonstrated teaching skills competency
- ✓ Demonstrated EHR (Electronic Health Record) skills

DEMONSTRATED COMPETENCIES:

- ✓ Expertise related to trends and issues, laws and regulations associated with delivery of oral healthcare services
- ✓ Knowledge of quality improvement
- ✓ High practice ethics

Some local and short, driving-distance travel required for meetings, trainings, conferences, etc. Accessibility and mobility normally associated within a dental practice.

Salary Range: Compensation is commensurate with experience and record of successful achievement.

I have received and accept this job description of Dental Hygienist.

Employee Signature

Date